CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
PIMS Reporting

SIS PIMS Child Accounting
Learning Guide

©2015 Central Susquehanna Intermediate Unit, USA

Table of Contents

Introduction 2
Who needs to submit PIMS Child Accounting Files? 3
How to Create the PIMS files 4
PA State Reporting Screen 4
From where is the information pulled? 5
District > Calendar > Calendar >School Days (by school): 5
District > Calendar > Calendar >Events (by school) 5
Student > Attendance > Attendance Event Wizard 7
Attendance Reason 10
School 11
PIMS Calendar 11
Student Screens 14
Student 14
Enrollment 15
Student Status 17
Student Programs 18
Absence: Cumulative\Custom 19
Reports to Run Prior to Creating PIMS Templates 21
Attendance Exceptions Report 21
PIMS School Calendar Template 23
PIMS Student Calendar Fact Template 24
Special Information on the Various District Fields on the PIMS Calendar Fact Template 25
Frequently Asked Questions 29
Record Selection and Process FAQs 29
General FAQs 29
PIMS Calendar FAQs 29
Funding, Residency, and Districts FAQs 30
AVTS/CTC (Vo-Tech) 30

 ©2015 Central Susquehanna Intermediate Unit, USA

INTRODUCTION

Child Accounting information is submitted to the Pennsylvania Department of Education (PDE) through PIMS. The PIMS files submitted for this collection contain information on students' average daily attendance and average daily membership.

The emphasis of this Learning Guide is on how to generate the PIMS School Calendar and the PIMS Student Calendar Fact files. The Learning Guide covers the following areas:

1. Who needs to submit files
2. How to create the PIMS files
3. How records are selected
4. What edits are performed on your data
5. From where the information is pulled
6. Which reports to run
7. Frequently asked questions

 ©2015 Central Susquehanna Intermediate Unit, USA

WHO NEEDS TO SUBMIT PIMS CHILD ACCOUNTING FILES?

According to the latest PIMS manual, this domain only applies to the following organizational types: School Districts, Intermediate Units, Career and Technical Education Centers, Charter Schools, State-Owned Schools, Special Program Jointures, State Juvenile Correctional Institutions, Private Residential Rehabilitation Institutions (PRRI), and Approved Private School (APS).

PIMS School Calendar template: contains calendar header information. This template is used to identify each unique calendar associated with a student or group of students. One School Calendar can be submitted for the same days in session, the same number of approved Act 80 days, and the same total instructional time.

Grain (key): District Code of Instruction / School Year Date / Calendar ID

The Calendar ID provides a unique identifier for each different calendar that will be linked to a student in the PIMS Student Calendar Fact record. Therefore, it is important to create a Calendar ID that is easily identifiable.

PIMS Student Calendar Fact template: contains student attendance information. This template is used to associate a student's membership days with a unique calendar uploaded in the School Calendar file. A student will have more than one record in the Student Calendar Fact file if he/she was withdrawn and reentered due to a change in one of the following fields: **Calendar ID**, **District Code of Residence**, **Funding District Code**, or **Residence Status Code**.

Grain (key): District Code of Instruction / School Year Date / Calendar ID / Student ID / District Code of Residence / Funding District Code / Residence Status Code

NOTE: Current Grade Level and Sending Charter School Code are also now components of the primary key.

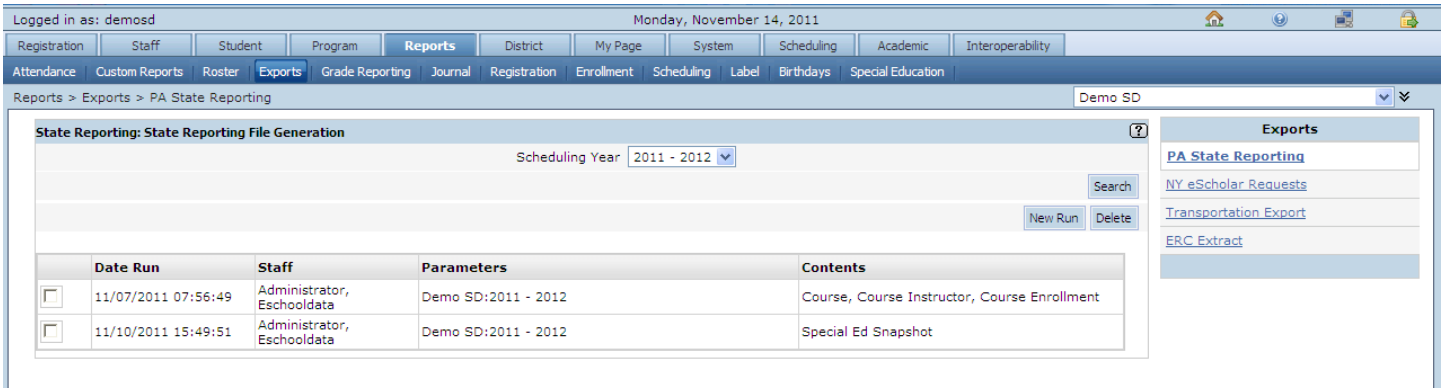
 ©2015 Central Susquehanna Intermediate Unit, USA

HOW TO CREATE THE PIMS FILES

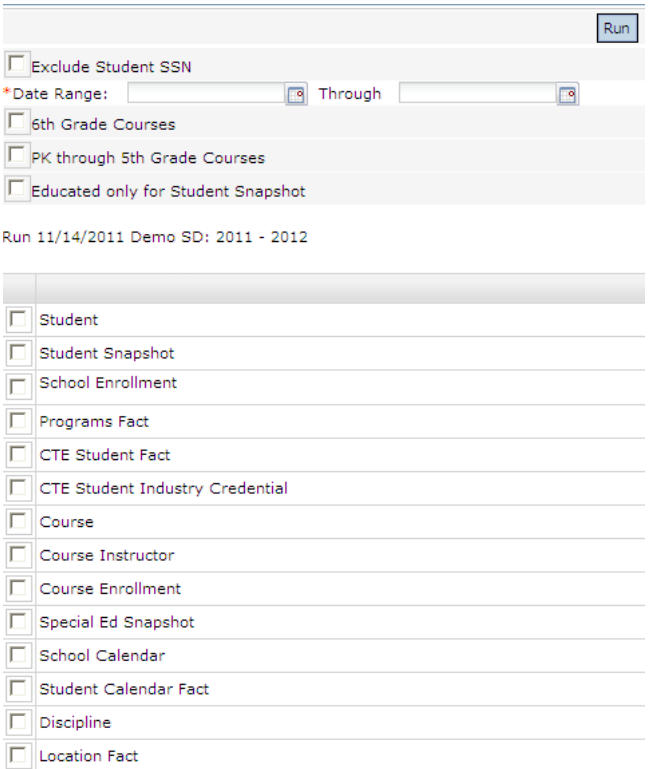
PA State Reporting Screen

REPORTS > EXPORTS > PA STATE REPORTING

Select **Scheduling Year** and **New Run**



This screen is used to create the two tab-delimited calendar files. These files meet the specifications outlined in the most recent revision of the PIMS Manual Volume 1 available on the PIMS site.



*** The process is to be used by any district using Attendance.

School Calendar: This template is used to identify each unique calendar associated with a student or group of students.

 ©2015 Central Susquehanna Intermediate Unit, USA

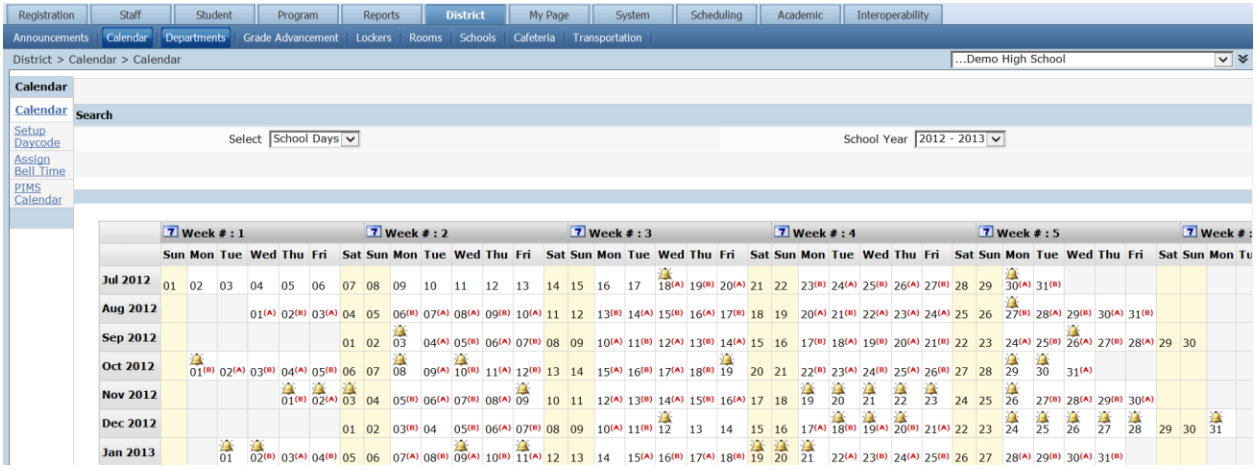
Student Calendar Fact: This template is used to associate a student's membership days with a unique calendar uploaded in the School Calendar file. A student will have more than one record in the Student Calendar Fact file if he/she was withdrawn and reentered due to a change in one of the following fields: : **Calendar ID**, **District Code of Residence**, **Funding District Code**, or **Residence Status Code**.

Date Range/Through: Enter your district's first day of school in the first **Date Range** (from date) field; the snapshot date for the submission period is entered in the **through** date field. The Calendar files use the 'from date' to determine the school year.

Run: Select the **Run** button to create the PIMS School Calendar and the PIMS Student Calendar Fact templates. If errors are detected when the files are being generated, a message will display to alert you. Error Reports are generated, as needed, to guide your data correction or completion.

FROM WHERE IS THE INFORMATION PULLED?

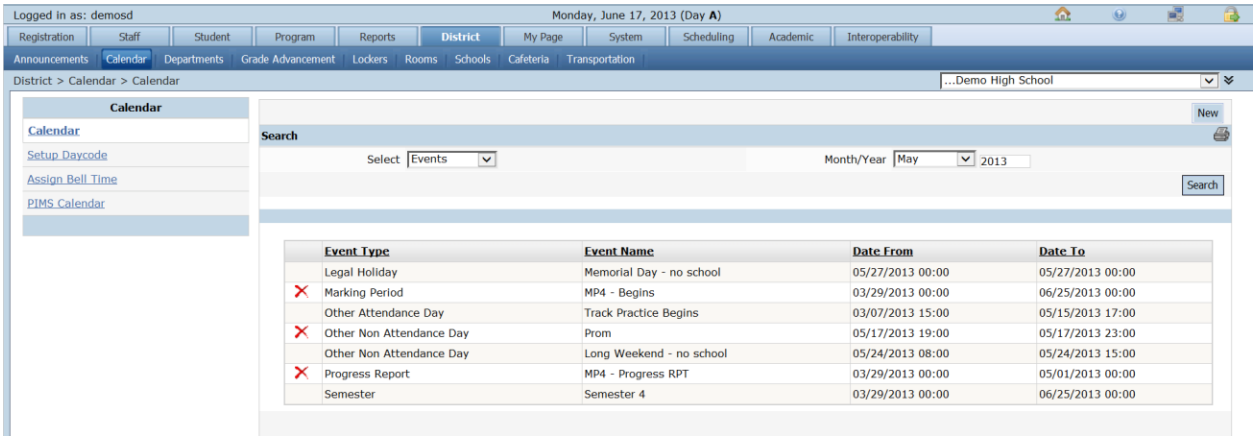
District > Calendar > Calendar >School Days (by school)



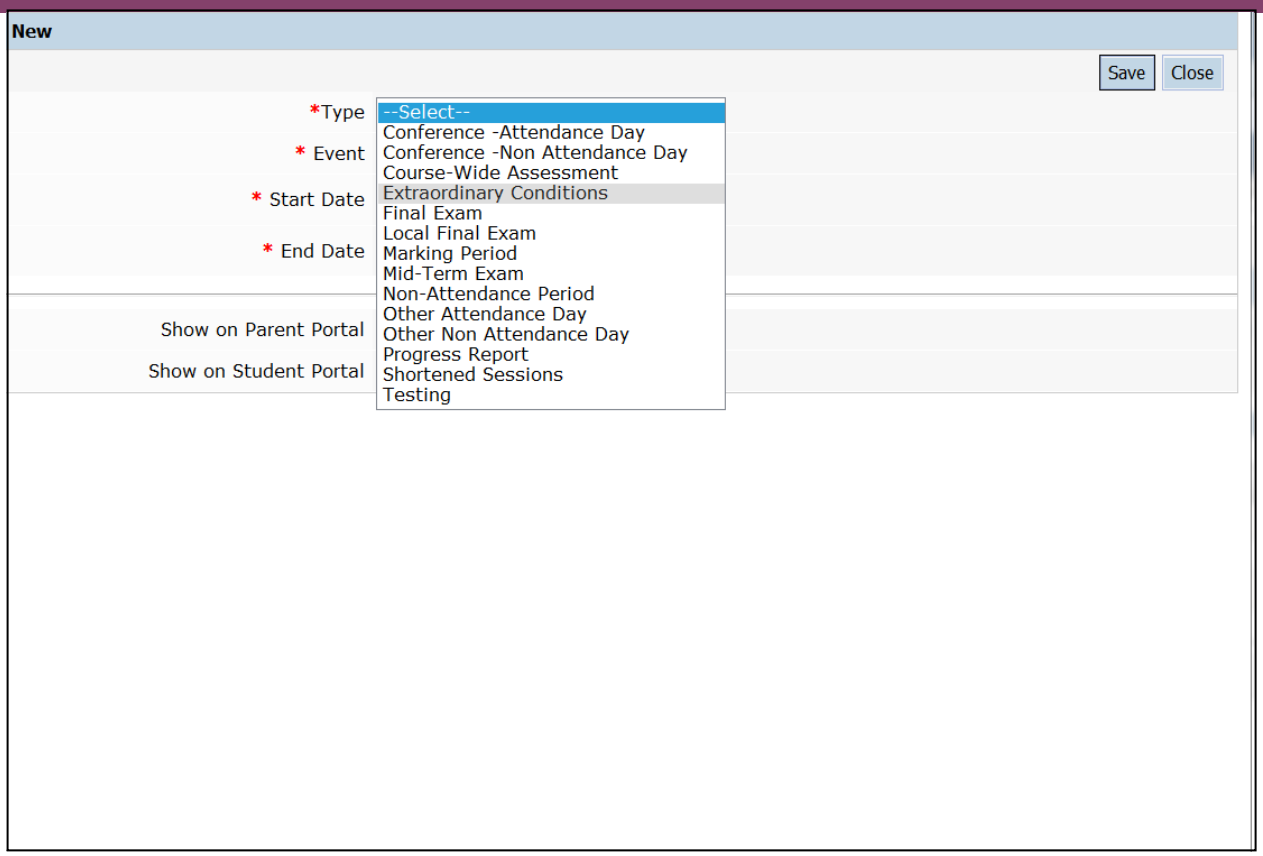
The **CALENDAR** allows you to define Day Codes and Events for school Days. Only school days with both a Day Code and a Bell time will allow attendance data entry.

District > Calendar > Calendar >Events (by school)

Select **Events** and **New**



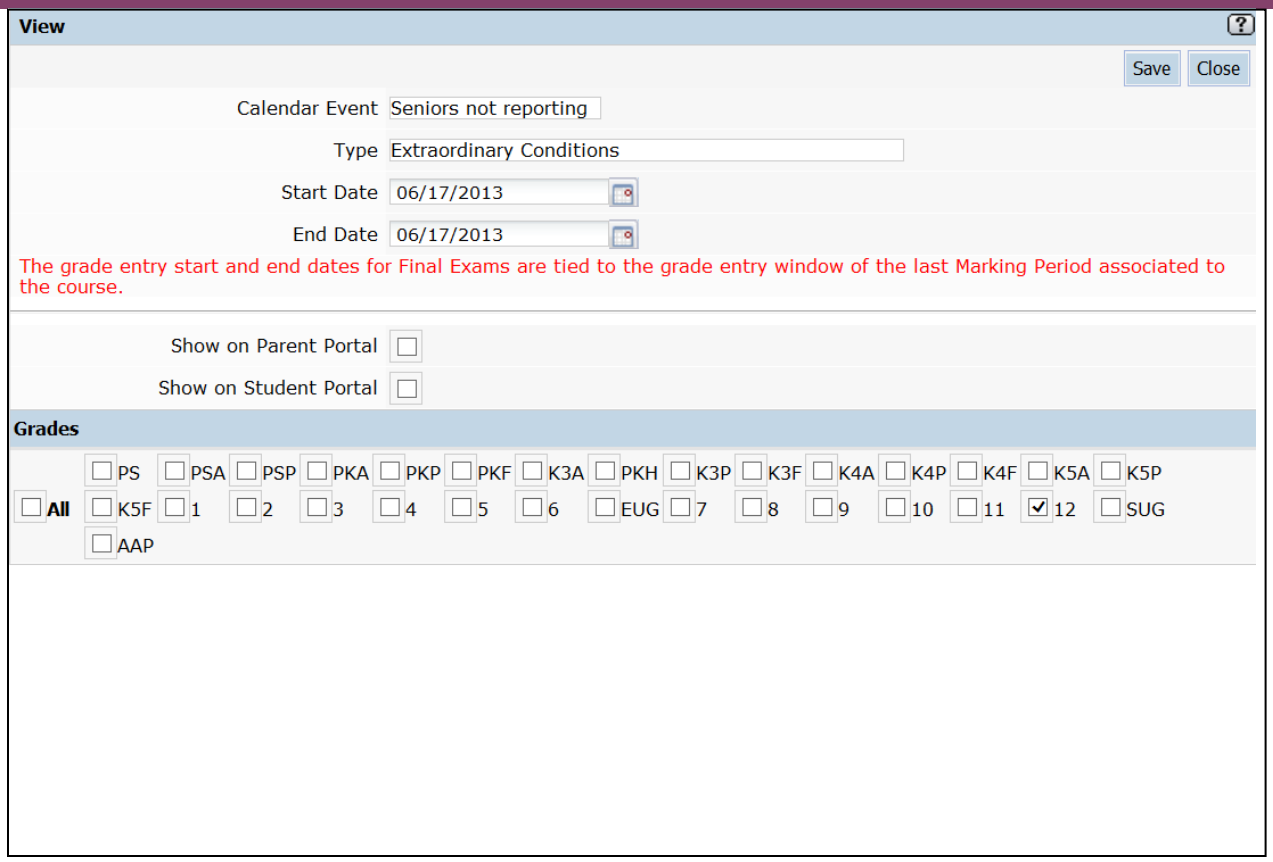
 ©2015 Central Susquehanna Intermediate Unit, USA



Select **Type**: 'Extraordinary Conditions' to record special attendance situations (seniors not reporting the last day of school, Kindergarten students starting the second day of school etc.). Entering this data allows the district to record and report Attendance data based on grade levels.

Example: Only Seniors not reporting on a specific date

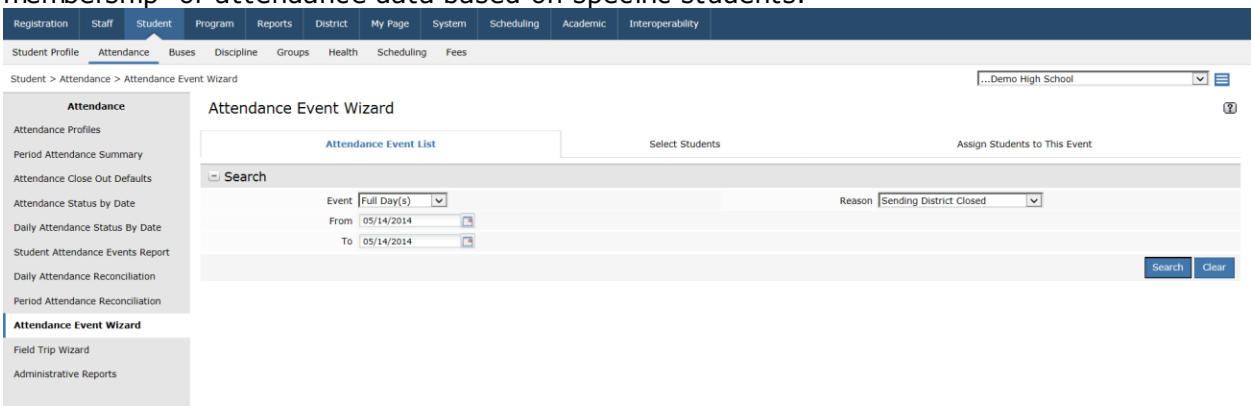
 ©2015 Central Susquehanna Intermediate Unit, USA


View
Save
Close
Calendar Event
Seniors not reporting
Type
Extraordinary Conditions
Start Date
06/17/2013
End Date
06/17/2013
The grade entry start and end dates for Final Exams are tied to the grade entry window of the last Marking Period associated to the course.
Show on Parent Portal
Show on Student Portal
Grades
All
PS PSA PSP PKA PKP PKF K3A PKH K3P K3F K4A K4P K4F K5A K5P
K5F 1 2 3 4 5 6 EUG 7 8 9 10 11 12 SUG
AAP

The PIMS Student Calendar Fact process uses the **Extraordinary Conditions** event to determine the number of days present based on grade level.

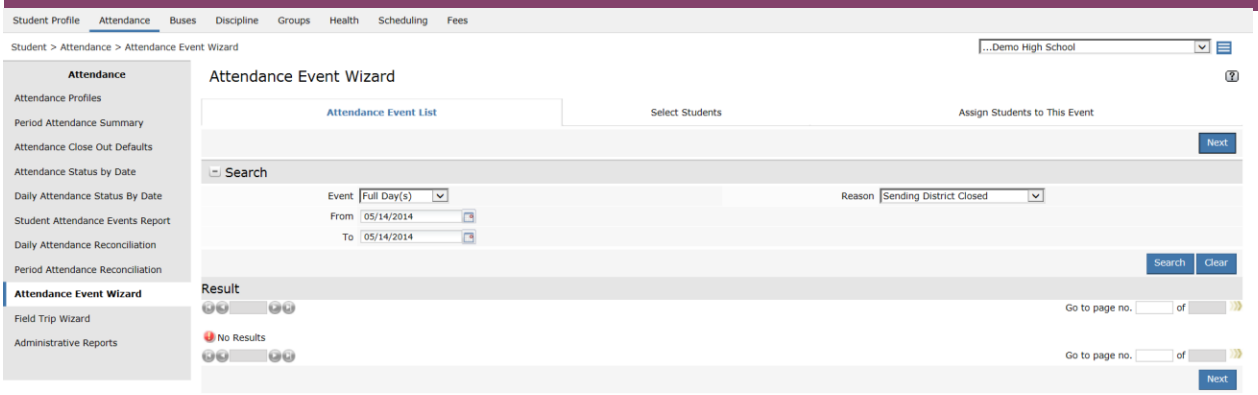
Student > Attendance > Attendance Event Wizard

Attendance Events: Allows users to record specific dates when a group of students are NOT in membership or attendance. Select **Attendance Reason**: 'Sending District Closed' to record special attendance situations (e.g. Alternative Education students not reporting for a night class because the school closed early due to inclement weather etc.). Entering this data allows the district to not record or report membership or attendance data based on specific students.

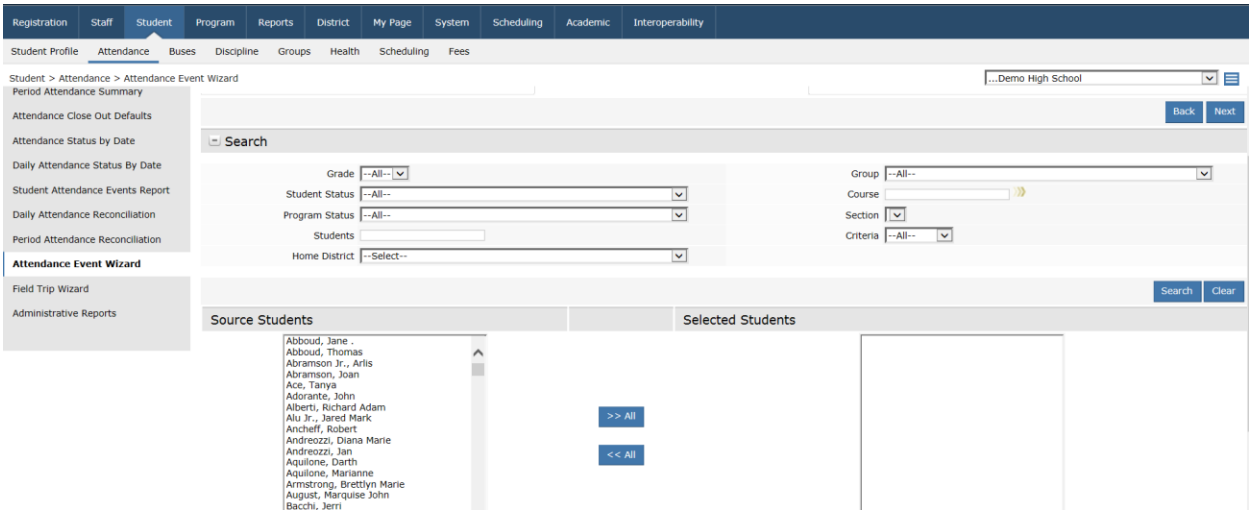


Enter data and click **Search** to display any matching results.

 ©2015 Central Susquehanna Intermediate Unit, USA

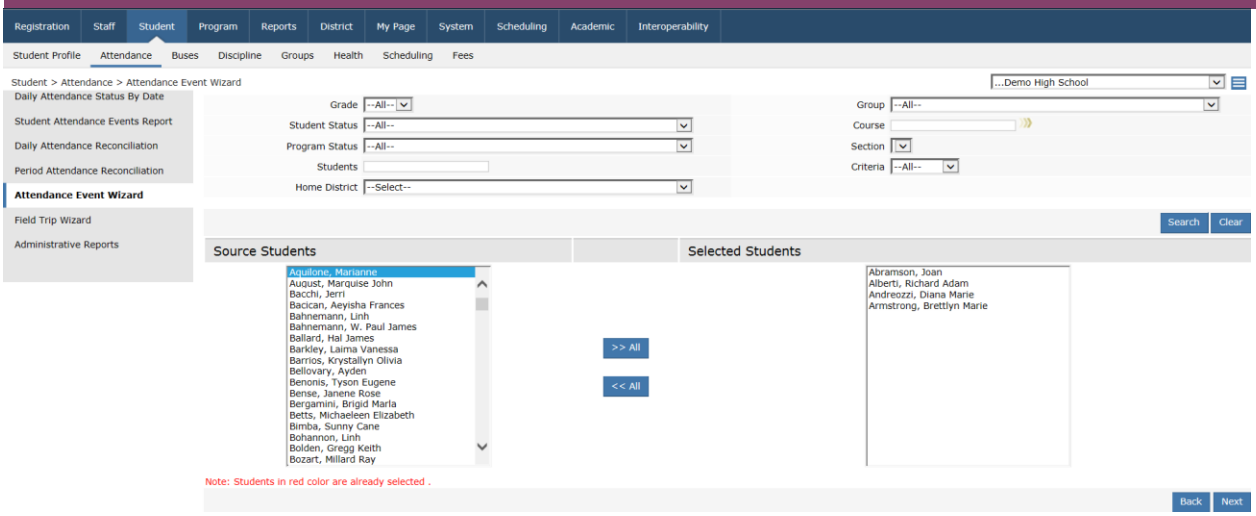


If there are no results, please select the "Next" button to access the "Select Students" screen.

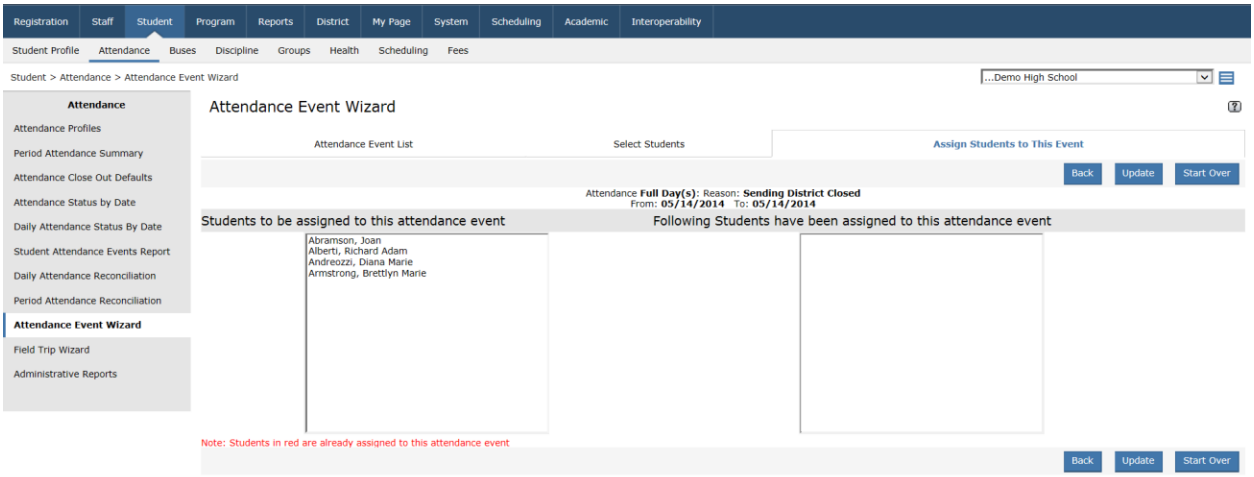


The Select students screen allows the user to enter search criteria for the "Source Students" list. This information will populate students in the "Source Students" list that meet all the criteria entered. Single click on the student's name to move them to "Selected Students" or click on the All button to move all students.

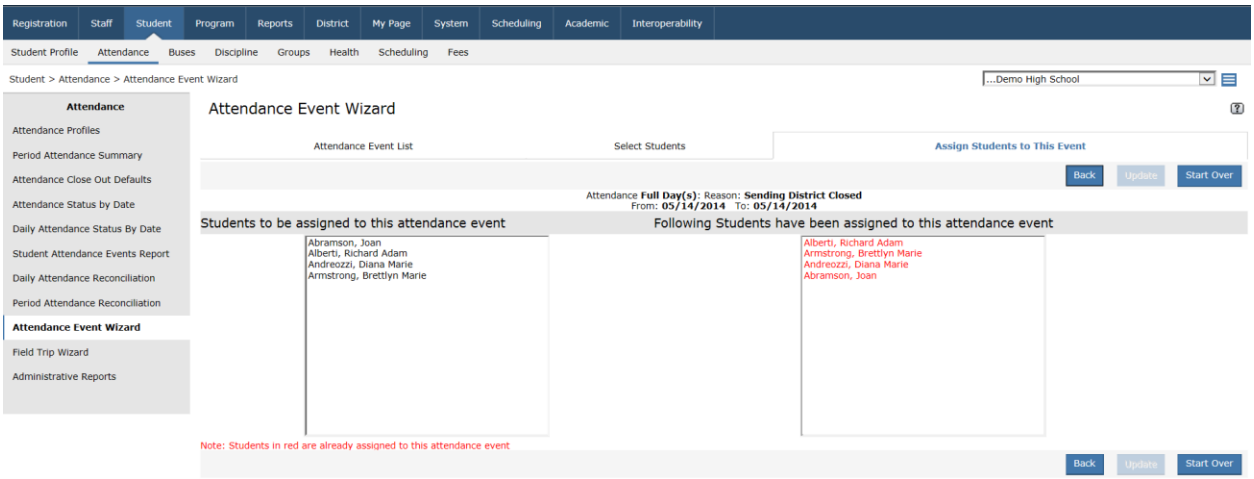
 ©2015 Central Susquehanna Intermediate Unit, USA



Once all students who should have this event are selected, click the "Next" button to move to the "Assign students to this event" screen.



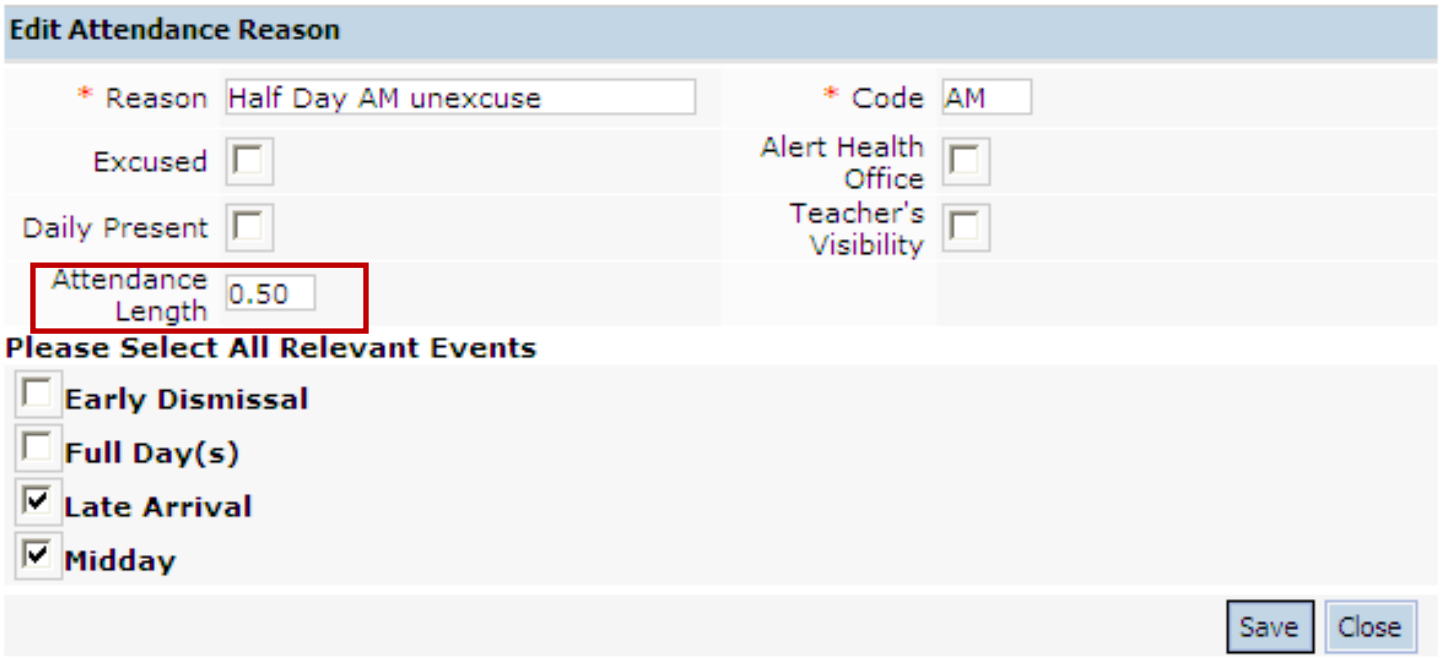
Select the "Update" button to assign students.



 ©2015 Central Susquehanna Intermediate Unit, USA

Attendance Reason

SYSTEM > ATTENDANCE > ATTENDANCE REASONS



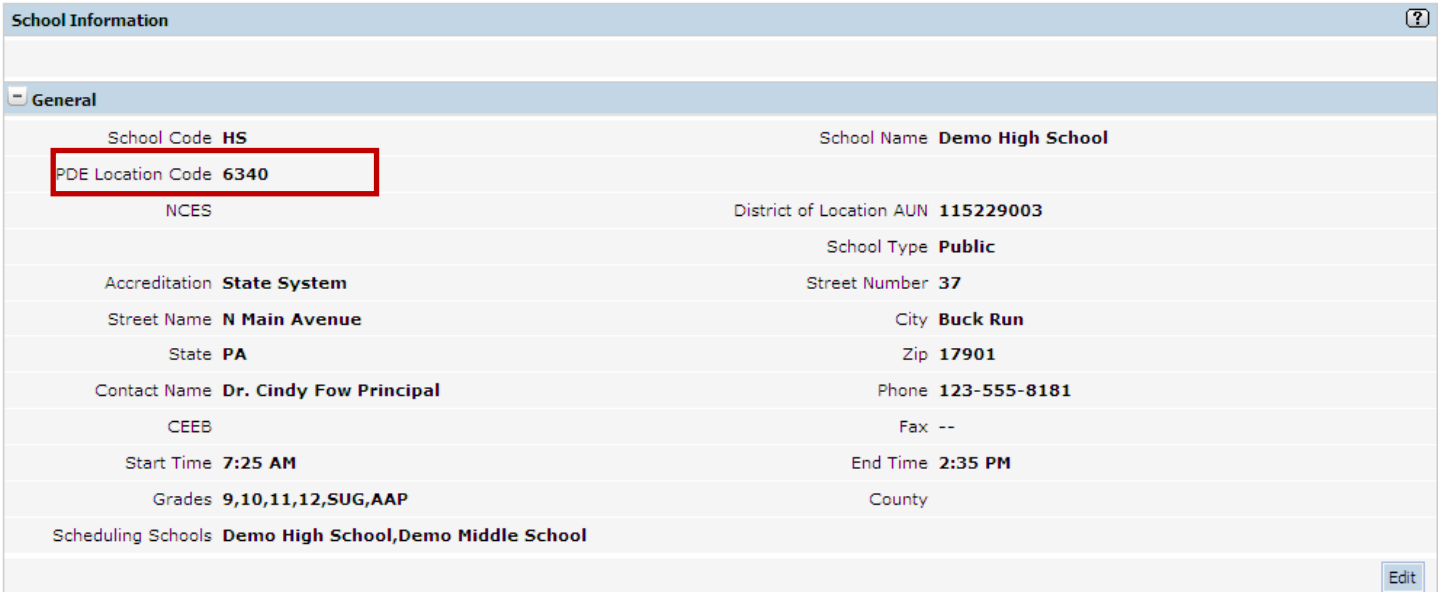
The **ATTENDANCE REASON** allows you to define absence codes for ease and consistency during data entry.

The PIMS School Calendar process will use the **Attendance Length** field to determine the number of days present. Please note the **Code** itself is not used in the PIMS process.

 ©2015 Central Susquehanna Intermediate Unit, USA

School

DISTRICT > SCHOOLS

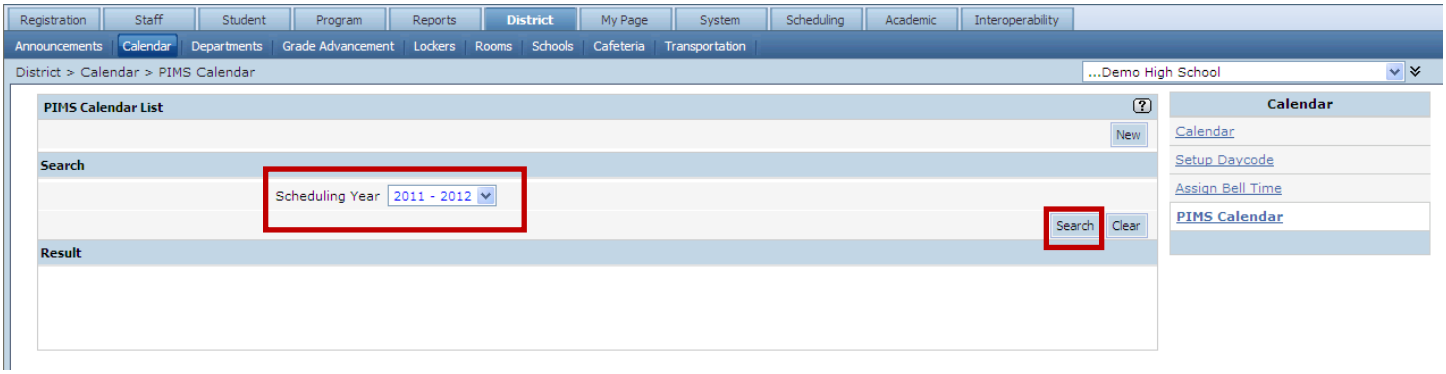


The **SCHOOL** screen allows you to identify buildings with a user-defined code, which ensures consistency in data entry. The codes you establish will be used on the **REGISTRATION > STUDENT AND ENROLLMENT** to indicate the building in which each student is educated.

PIMS Calendar

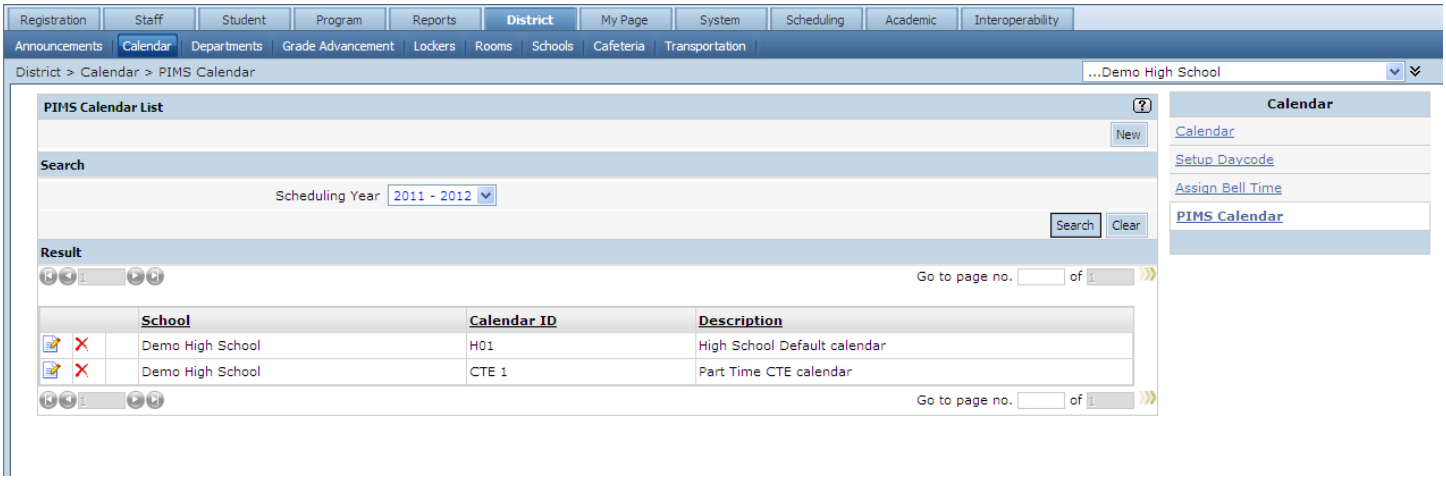
DISTRICT > CALENDAR > PIMS CALENDAR

Select **Scheduling Year** and **Search**

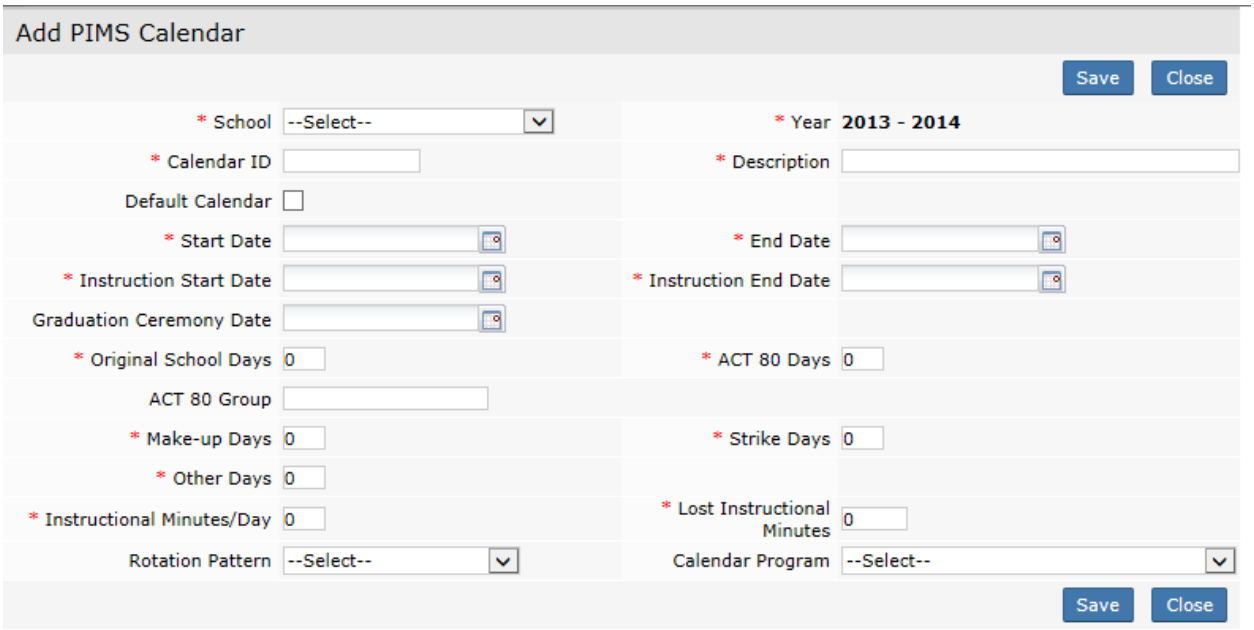


 ©2015 Central Susquehanna Intermediate Unit, USA

This **Search** enables you to view existing PIMS Calendars to **Edit** OR add **New**.



New



Calendar ID: Required. Enter the two-character code you will use to identify this calendar. The calendar code must be unique within each building/school year. Enter a description in the adjacent field. The code you enter is the PIMS Calendar ID used on both the PIMS School Calendar and PIMS Student Calendar Fact templates.

Instructional Start Date: Required. Enter the First Day of School. This field is used on the PIMS School Calendar template.

Instructional End Date: Required. Enter the Last Day of School. This field is used on the PIMS School Calendar template.

Grad Date: Enter the graduation ceremony date used on the PIMS School Calendar template.

Original School Days: Enter the total number of scheduled school days, up to three digits. This field is used on the PIMS School Calendar template.

 ©2015 Central Susquehanna Intermediate Unit, USA

Act 80 Days: Enter the total number of days in session lost due to Act 80. This field is used on the PIMS School Calendar template.

Act 80 Group: Enter the Act 80 group. This field is used on the PIMS School Calendar template

Make-up Days: Enter the total number of make-up days. This field is used on the PIMS School Calendar template.

Strike Days: Enter the total number of days in session lost due to strike(s). This field is used on the PIMS School Calendar template.

Other Days: Enter the total number of days in session lost due to other reasons. This field is used on the PIMS School Calendar template.

Instructional Minutes/ Day: Required. This field is used on the PIMS School Calendar template.

Lost Instructional Minutes: Enter the total number of instructional minutes lost (for the school year) due to planned shortened days, up to four digits. This should not include minutes lost due to inclement weather. This field is used on the PIMS School Calendar template.

Rotation Pattern: Enter/select the code to identify the rotation pattern for the calendar. Rotation is primarily used by half-day kindergarten and most Vo-Tech programs. This field is used on the PIMS School Calendar template.

Calendar Program: Select a program code for the calendar, based on pre-loaded values from the PIMS User Manual Volume 2. Programs are primarily used by half-day kindergarten and Vo-Tech programs. This field is used on the PIMS School Calendar template.

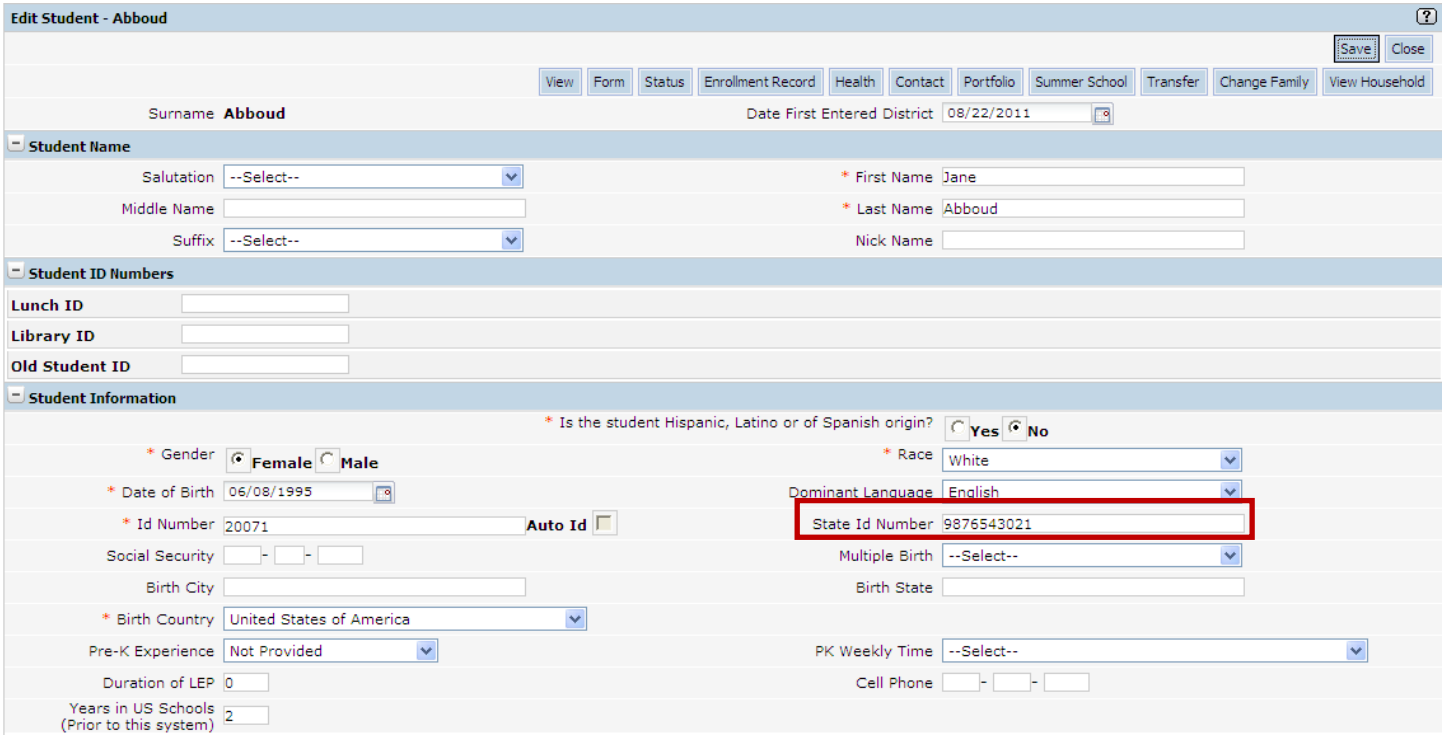
NOTE: For the PIMS School Calendar process, only students who are **educated by the submitting AUN** will be included in these templates. If a student is not included in this process then verify the **REGISTRATION > STUDENT > ENROLLMENT > DISTRICT OF RESPONSIBILITY > EDUCATING DISTRICT.**

 ©2015 Central Susquehanna Intermediate Unit, USA

Student Screens

Student

REGISTRATION > STUDENT

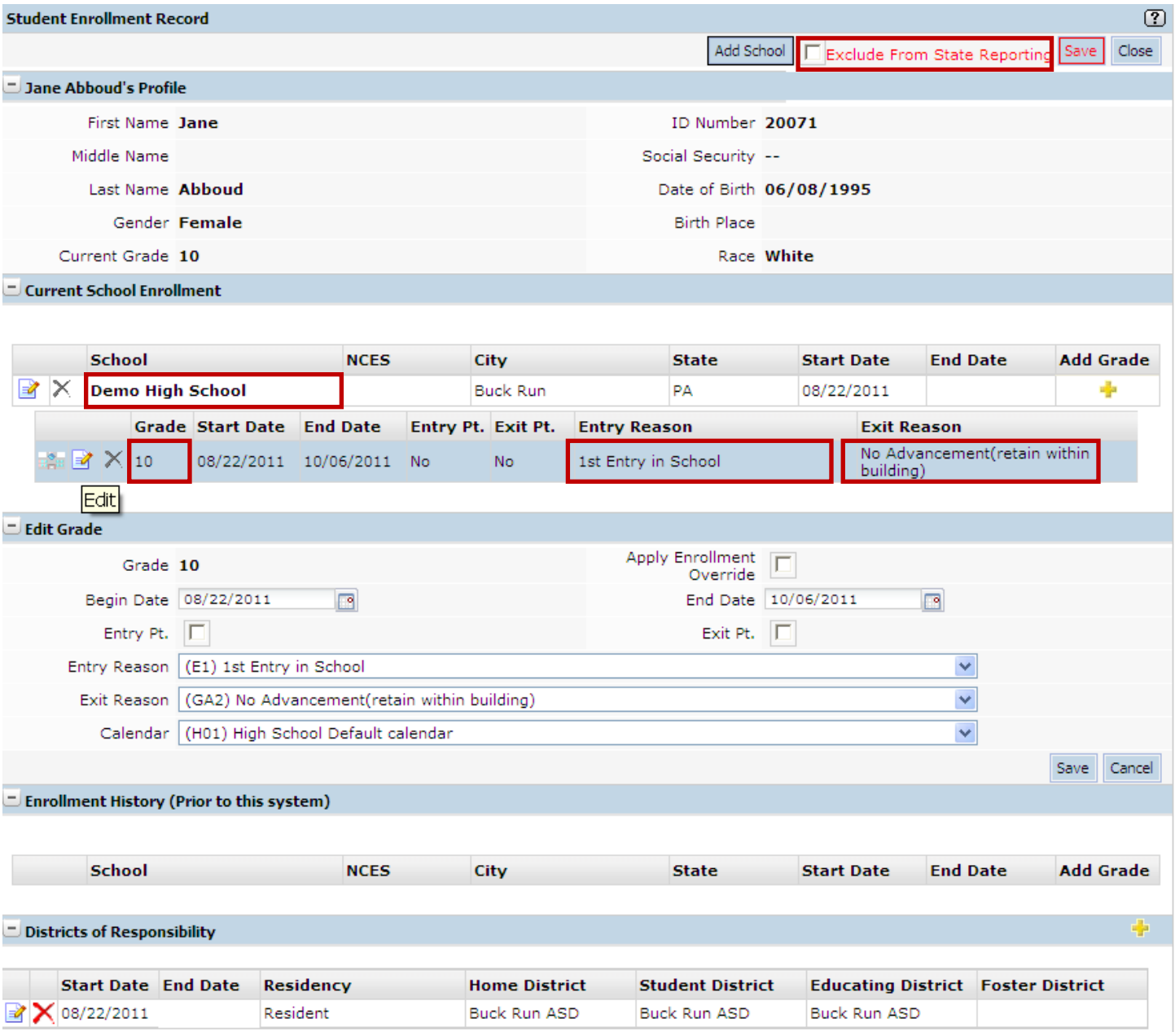


State ID Number: Is a required field for PIMS. If this field is blank, the student will appear on the PIMS Student Calendar Fact error report. However, the CSIU does not have any way to validate the accuracy of the number entered; we only validate that a number is entered.

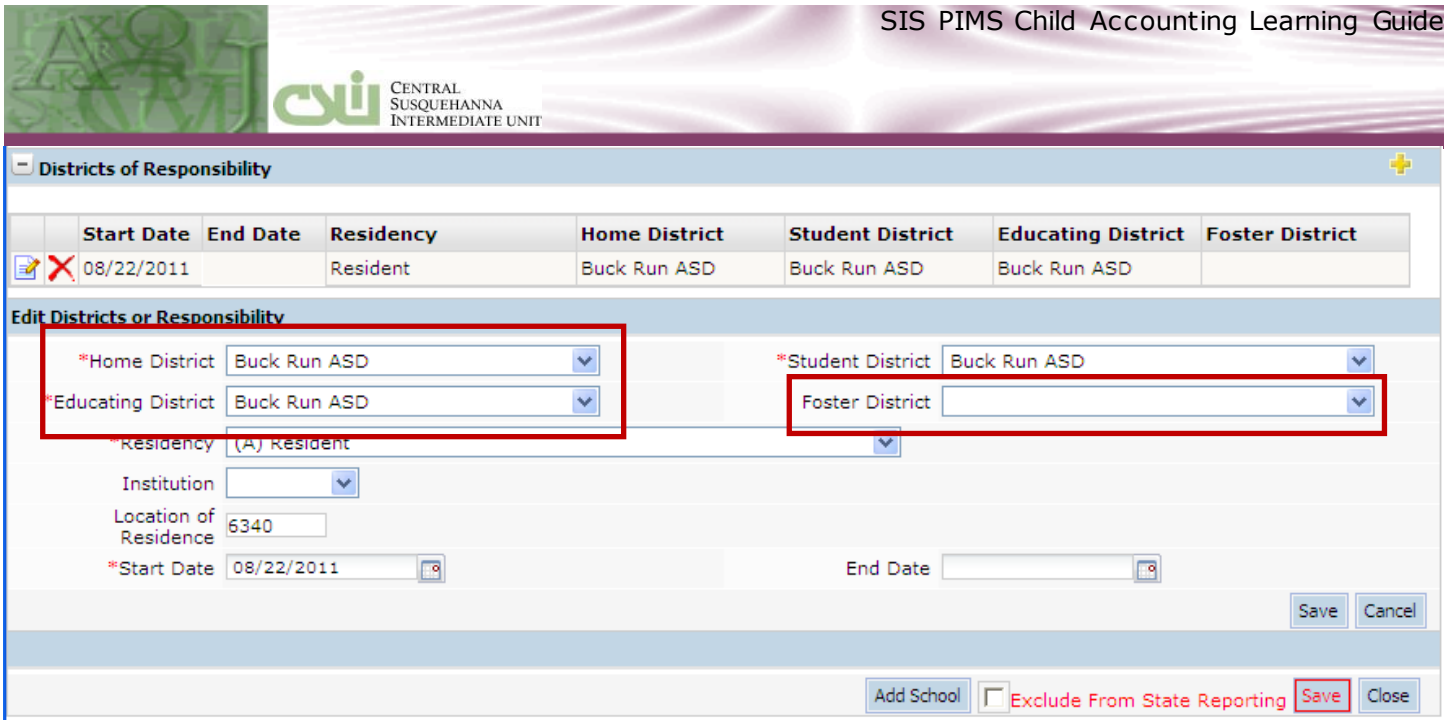
 ©2015 Central Susquehanna Intermediate Unit, USA

Enrollment

REGISTRATION > STUDENT > ENROLLMENT RECORD



 ©2015 Central Susquehanna Intermediate Unit, USA



Each student can have several historical Status records; however, only one Status record can be 'active' at any given time.

The PIMS School Calendar process will evaluate the following fields:

Exclude from State Reporting: records that have this field checked will be skipped by the PIMS Calendar process.

Edit Grade Enrollment record

Grade: This field is mapped to the PIMS Student Calendar Fact template and is included to handle students in multiple grade levels per year.

Begin Date: When a student enters or re-enters your district enter the date the student entered or re-entered the district.

End Date: Enter the date the student leaves your district. This field is used by the PIMS Calendar process to determine the number of Days Enrolled. Days Enrolled = End Date -Begin Date (looking at School days only on the Calendar).

Entry Reason: Used as selection criteria – if 00 that enrollment is not counted for the Student Calendar Fact File.

Exit Reason: Used as selection criteria – if 00 that enrollment is not counted for Student Calendar Fact File.

Calendar: Calendar directories are attached to buildings. Select the appropriate **Calendar**. The PIMS Calendar process will only select calendars that have students attached.

Edit District of Responsibility

Educating District: Select the district where the student received instruction. Educating districts are identified in the **SYSTEM > REGISTRATION > DISTRICT OF RESPONSIBILITY**.

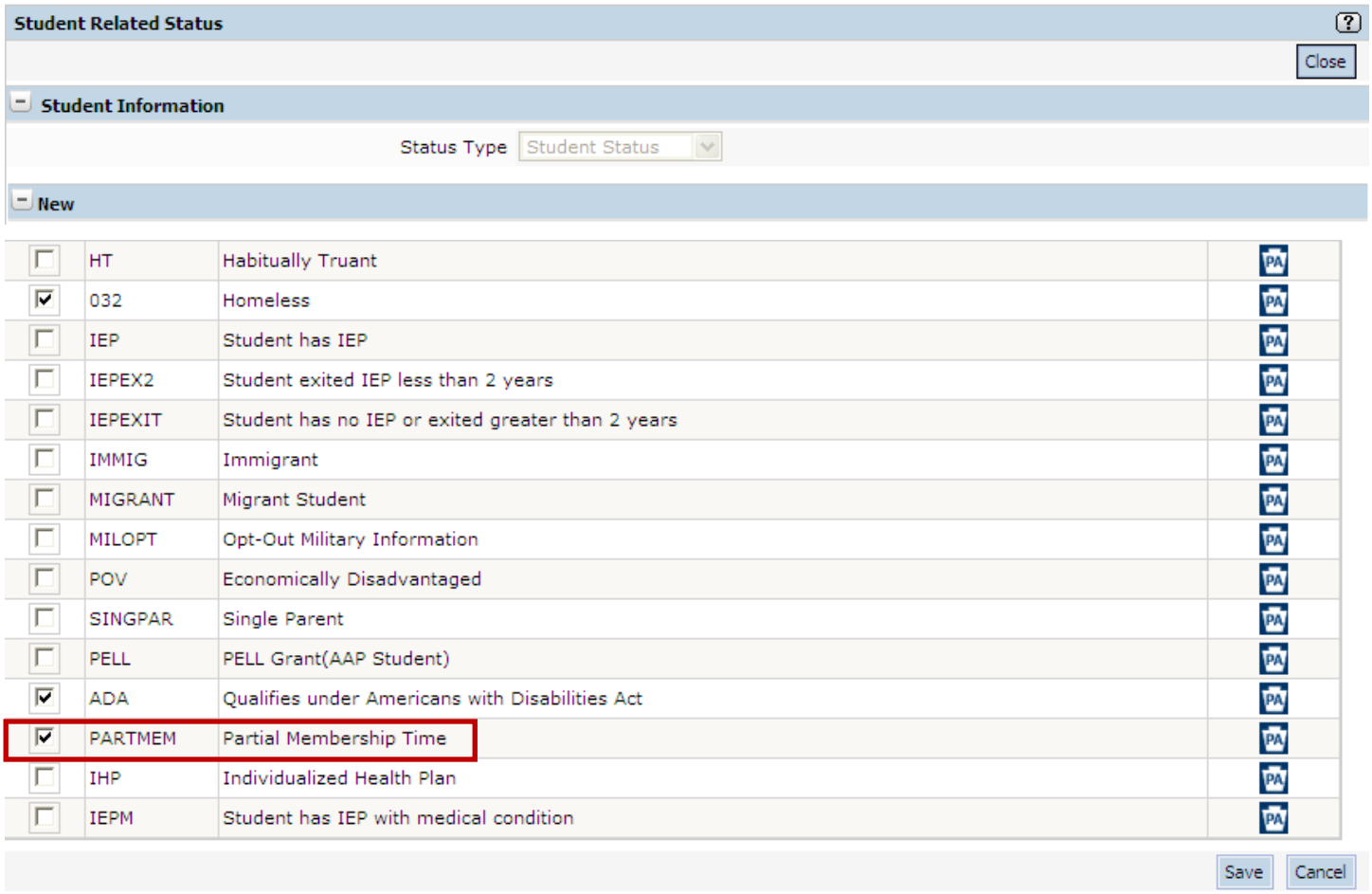
Home District: Select the students home district (based on the parents /guardians' residence) but attends your school, select his/her 'home' district. Home Districts are identified in **SYSTEM > REGISTRATION > DISTRICT OF RESPONSIBILITY**.

Residency: Select the appropriate residency status from the preloaded list of Residencies.

 ©2015 Central Susquehanna Intermediate Unit, USA

Student Status

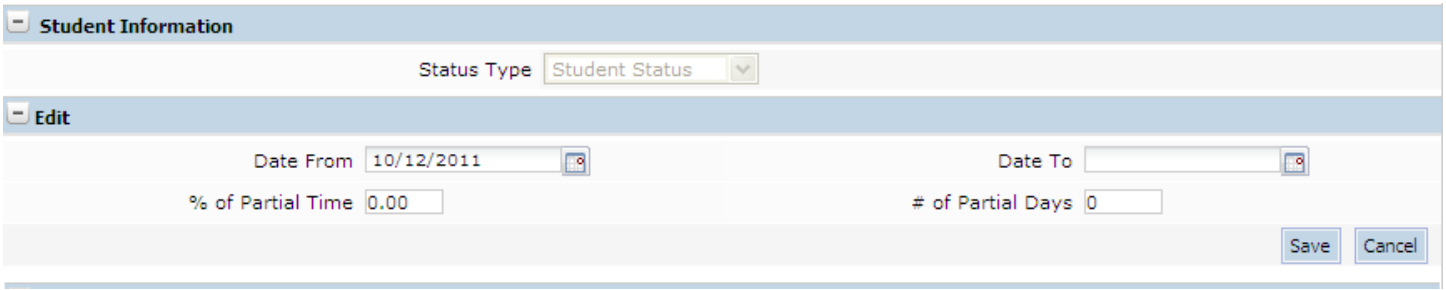
REGISTRATION > STUDENT > STATUS > STUDENT STATUS



Use the **REGISTRATION > STUDENT > STATUS > STUDENT STATUS > Partial Membership time** to maintain partial membership time for state reimbursement purposes.

The PIMS School Calendar process will evaluate the following fields:

Edit Student Status (PARTMEM)



Date From: defaults to date record created user may update as necessary

Date To: enter date record ended

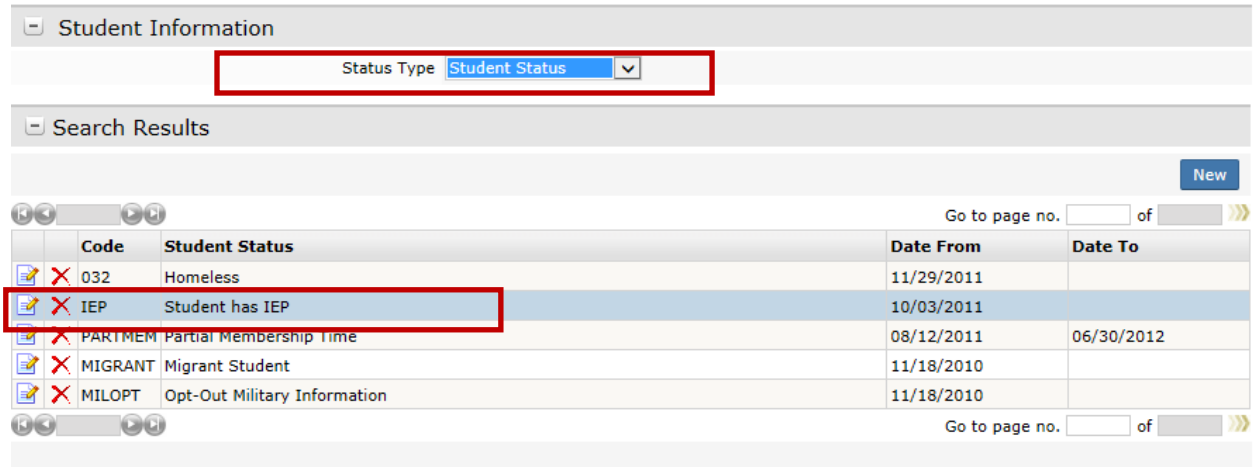
% of Partial Time: enter partial membership percentage

 ©2015 Central Susquehanna Intermediate Unit, USA

# of Partial Days: enter partial membership days

NOTE: Enter the total number of days (or percentage of time) that a partial membership student attended class during the school year. DO NOT use this field to indicate time spent in special education. Enter a number of days OR a percentage of time, but NOT both days and percent. The PIMS calendar process will use the % for its calculation.

REGISTRATION > STUDENT > STATUS > STUDENT STATUS

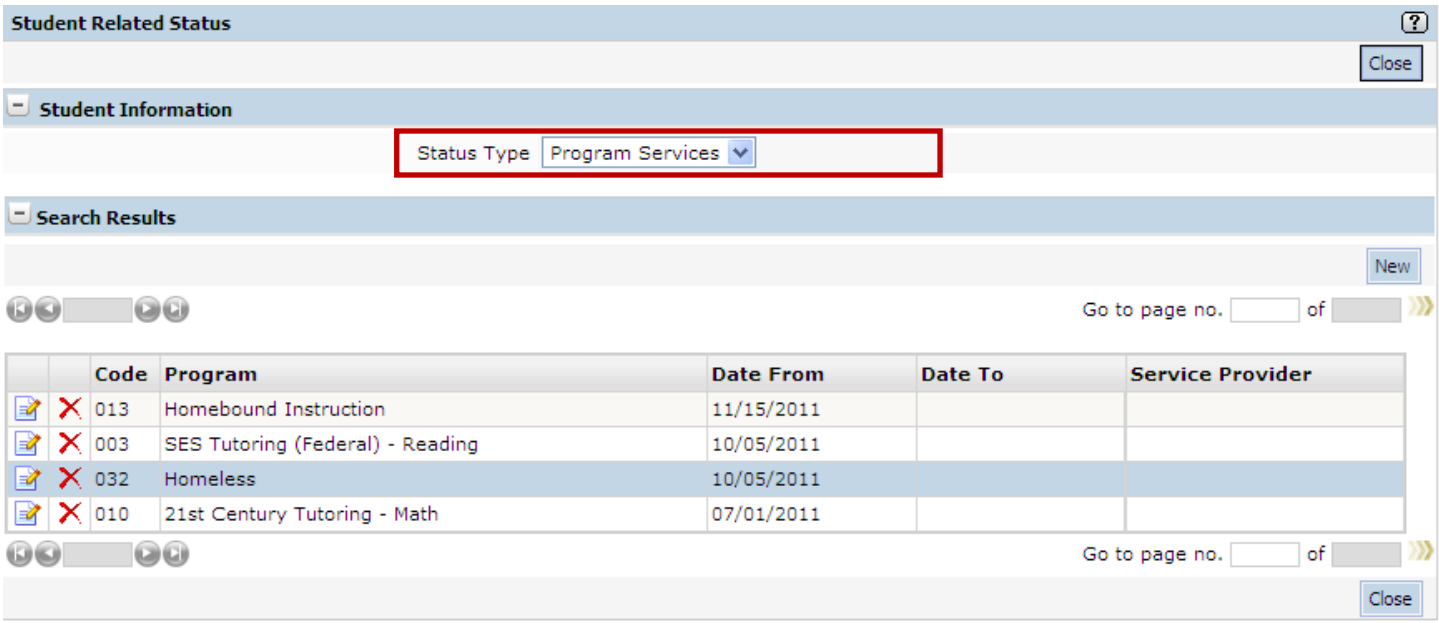


Use the **REGISTRATION > STUDENT > STATUS > STUDENT STATUS > Student has IEP, Student Exited less than 2 years or Student has no IEP or exited greater than 2 years** to maintain records for reporting Special Education Indicator (field 15 in the Student Calendar Fact File).

Student Programs

REGISTRATION > STUDENT > STATUS > Program Services

Use to track a student's participation in a particular program(s) during a school year.

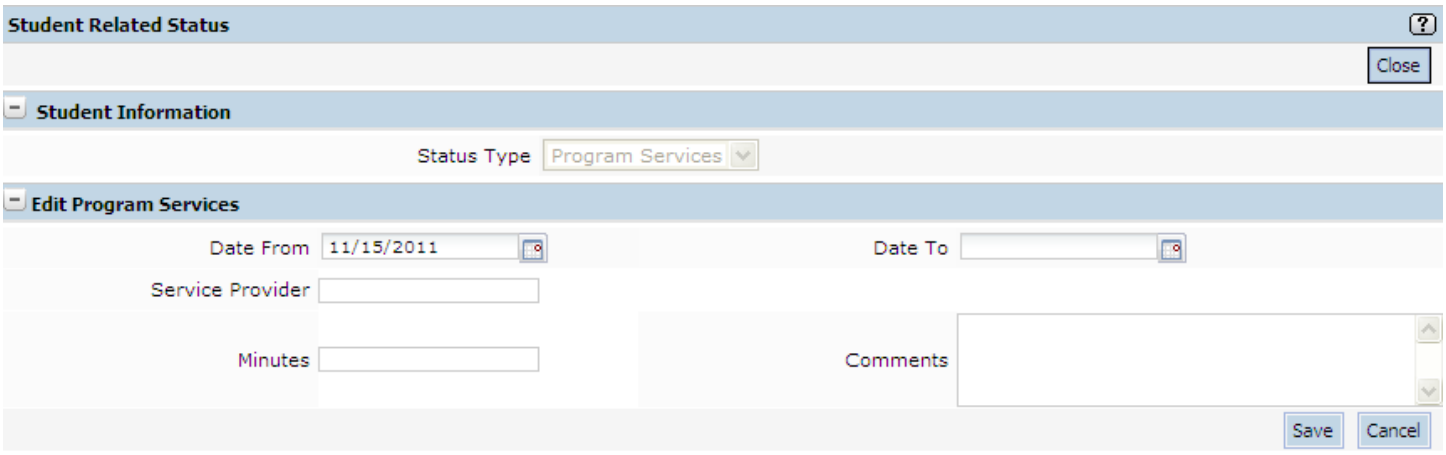


 ©2015 Central Susquehanna Intermediate Unit, USA

Only the **Program** 'Homebound Instruction' is used when creating the PIMS Student Calendar Fact template. For students with this **Program**, the **Minutes** will be included in field 12 of the template. The Minutes are to be the total instructional minutes the student received. The Minutes can be updated by selecting Edit in front of the Homebound Instruction record.

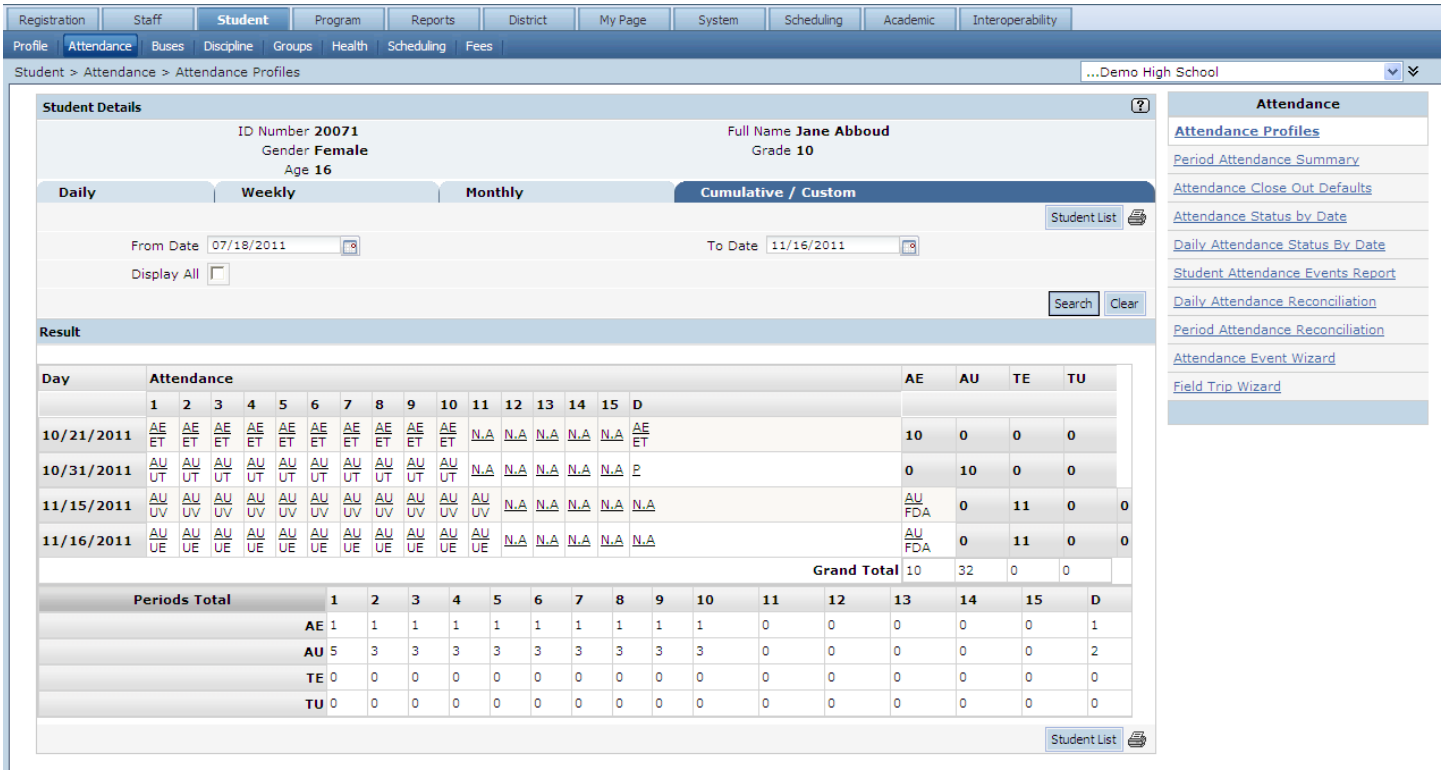
NOTE: If more than one record exists for the school year, the total will be computed for the year and reported on the student's most current Student Calendar Fact record.

Edit Homebound Instruction



Absence: Cumulative\Custom

STUDENT > ATTENDANCE > ATTENDANCE PROFILE > Cumulative\Custom



Use this option when you need to correct multiple absences for an individual student. The absences can be selected by clicking on any period column or the daily column for the appropriate date.

 ©2015 Central Susquehanna Intermediate Unit, USA

NOTE: Any absences with an "SDC" (Sending District Closed) reason do not count for attendance or membership in the PIMS Student Calendar Fact File.

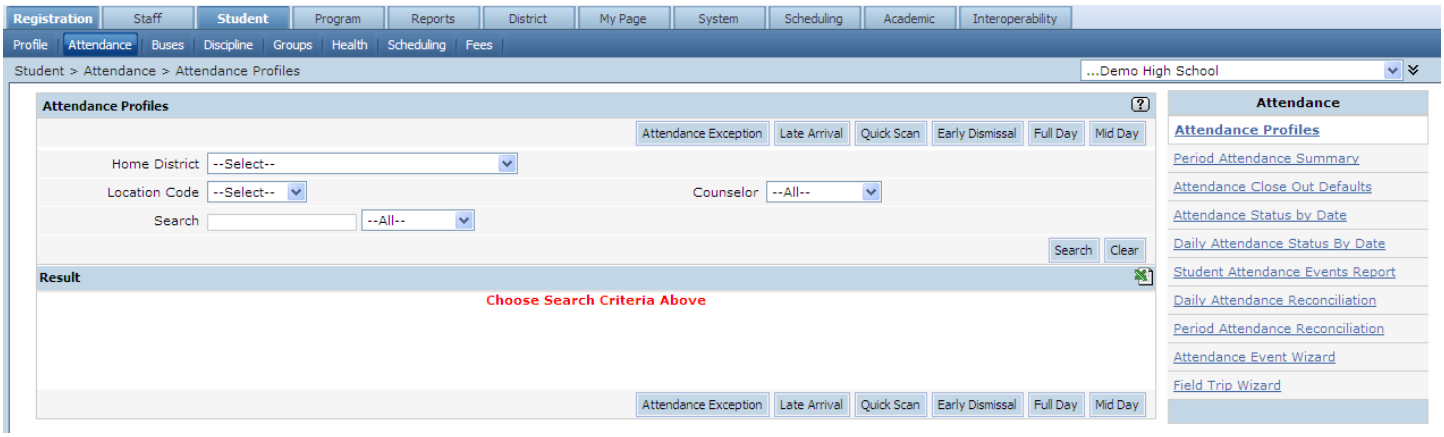
 ©2015 Central Susquehanna Intermediate Unit, USA

REPORTS TO RUN PRIOR TO CREATING PIMS TEMPLATES

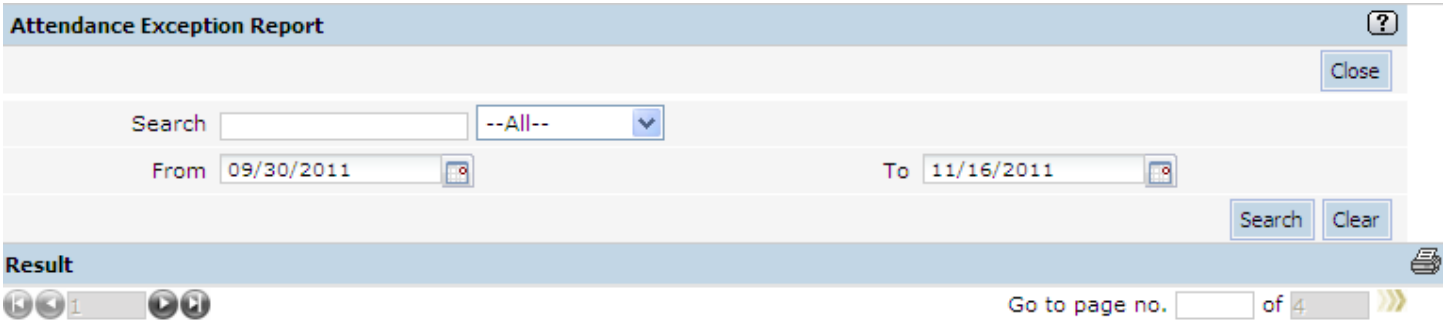
Attendance Exceptions Report

STUDENT > ATTENDANCE > ATTENDANCE PROFILE > Attendance Exceptions

Use the **Attendance Exceptions** report to validate that data is correct, or to detect (in order to correct) data that is in error on status records and/or absence records. It is also recommended that this report be periodically generated during the school year in order to correct errors in a timely fashion.



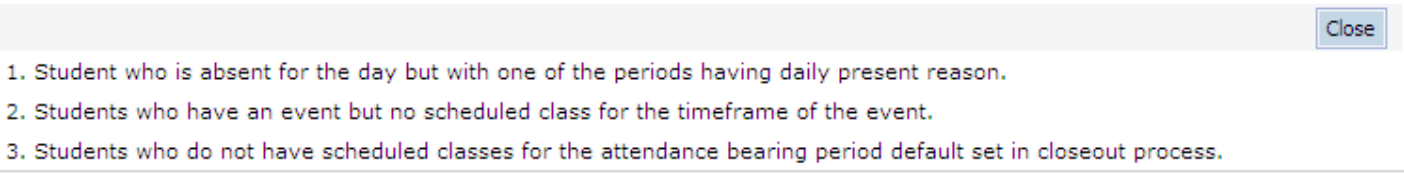
The report will list each student for whom absence exceptions exist in the specified **Buildings** and **Date Range**. These 'exceptions' may not necessarily be considered errors.



Id	Last Name	First Name	Middle Name	Grade	Age	Exception	Date
998547	Abramson	Joan		10	15	2	10/26/2011
10644	Ace	Cydni	Jo	9	15	1	10/28/2011
10827	Alabran	Otilio	Michael	9	14	3	09/30/2011
13252	Bellovary	Ayden	Nathaniel	10	16	3	10/11/2011
13252	Bellovary	Ayden	Nathaniel	10	16	3	10/12/2011
13252	Bellovary	Ayden	Nathaniel	10	16	3	10/13/2011
13252	Bellovary	Ayden	Nathaniel	10	16	3	10/14/2011
13252	Bellovary	Ayden	Nathaniel	10	16	3	10/17/2011

 ©2015 Central Susquehanna Intermediate Unit, USA

Exceptions and How to Correct Them


Close
1. Student who is absent for the day but with one of the periods having daily present reason.
2. Students who have an event but no scheduled class for the timeframe of the event.
3. Students who do not have scheduled classes for the attendance bearing period default set in closeout process.

Student who is absent for the day but with one of the period having daily present reason – This is a warning message and may require no action but data should be reviewed to ensure data integrity.

Students who have an event but no scheduled class for the timeframe of the event – Review absence data to ensure that students have classes for the timeframe of the event.

Students who do not have scheduled classes for the attendance bearing period default set in closeout process- Review absence data to ensure that students have classes scheduled for the attendance bearing period default set in the closeout process.

 ©2015 Central Susquehanna Intermediate Unit, USA

PIMS School Calendar Template

Excel Column	PIMS Field	PIMS Field Name	CSIU Field(s)	R/0/CR
A	1	District Code Of Instruction	Create PIMS Files Process: Submitting Agency	R**
B	2	School Year Date	Create PIMS Files Process: June 30th of the submitting school year	R**
C	3	Calendar ID	District>Calendar>PIMS Calendar>Calendar ID	R**
D	4	Calendar Description	District>Calendar>PIMS Calendar>Description	R
G	7	Rotation Pattern Code	District>Calendar>PIMS Calendar>Rotation Pattern	CR
H	8	Calendar Programs Code	District>Calendar>PIMS Calendar>Calendar Program	CR
I	9	Calendar Start Date	District>Calendar>PIMS Calendar>Start Date	R
J	10	Calendar End Date	District>Calendar>PIMS Calendar>End Date	R
K	11	Instruction Start Date	District>Calendar>PIMS Calendar>Instruction Start Date	R
L	12	Instruction End Date	District>Calendar>PIMS Calendar>Instruction End Date	R
M	13	Graduation Ceremony Date	District>Calendar>PIMS Calendar>Graduation Ceremony Date	CR
N	14	Number Of Scheduled School Days	District>Calendar>PIMS Calendar>Original School Days	R
O	15	Instructional Minutes In Standard Day	District>Calendar>PIMS Calendar>Instructional Minutes/Day	R
P	16	Total Days In Session Lost Due To Strike	District>Calendar>PIMS Calendar>Strike Days	R
Q	17	Total Days In Session Lost Due To Act80	District>Calendar>PIMS Calendar>Act 80 Days	R
R	18	Total Days In Session Lost Due To Other Reasons	District>Calendar>PIMS Calendar>Other Days	R
S	19	Total Make-Up Days	District>Calendar>PIMS Calendar>Make-up Days	R
T	20	Tot Instr Mins Lost To Planned Shortened Days	District>Calendar>PIMS Calendar>Lost Instructional Minutes	R

 ©2015 Central Susquehanna Intermediate Unit, USA

U	21	Act 80 Group	District > Calendar > PIMS Calendar > Act 80 group	CR

PIMS Student Calendar Fact Template

Excel Column	PIMS Field	PIMS Field Name	CSIU Field	R/O/CR
A	1	District Code Of Instruction	Create PIMS Files Process: Submitting Agency	R**
B	2	School Year Date	Create PIMS Files Process: June 30th of the submitting school year	R**
C	3	Calendar ID	District>Calendar>PIMS Calendar>Calendar ID	R**
D	4	Student ID	Registration>Student>State ID Number	R**
E	5	District Code Of Residence	Registration>Student>Enrollment>District of Responsibility	R**
F	6	Funding District Code	Registration>Student>Enrollment>District of Responsibility	R**
G	7	Residence Status Code	Registration>Student>Enrollment>District of Responsibility '	R**
H	8	Days Enrolled	Calculated from Registration>Student>Enrollment End Date minus Start Date if on/after the first day of school otherwise End Date minus first school day from District Calendar	R
I	9	Days Present	Days Enrolled minus sum of the student's absences (based on the absence length).	R
J	10	Percentage Of Time Enrolled For Calendar	Registration>Student>Status>Student Status>PARTMEM otherwise will be 100%.	R
K	11	Current Grade Level	Registration>Student>Enrollment>Grade	R**
L	12	Homebound Instruction Minutes	Registration>Student>Status>Student Status>Program Service: Minutes (for program 013). **NOTE**: If more than one record exists for the school year, the total will be computed for the year and reported on the student's most current Student Calendar Fact record.	CR
M	13	Sending Charter School [Location] Code	Registration > Student > Enrollment > District of Responsibility: Charter School Location	CR**

 ©2015 Central Susquehanna Intermediate Unit, USA

N	14	District Code Of Sending Charter School	AUN of District of Responsibility on Registration > Student > Enrollment > District of Responsibility: Sending Charter School	CR
O	15	Special Education Indicator	Registration > Student > Status > Student Status	R

NOTE: ** in the R/O/CR columns indicates the grain of the files (i.e. unique record key)

IMPORTANT NOTE: If the Template files are opened in Excel, **DO NOT** save them as Excel files. The file is formatted specifically for submitting to PDE. Refer to the ***eScholar Guide to Manipulating Data in MS Excel (adobe)*** procedures on the PDE website to properly manipulate your data files.

Special Information on the Various District Fields on the PIMS Calendar Fact Template

The following table indicates the Administrative Unit Number (AUN) to be entered in each **District** field on the PIMS Student Calendar Fact Template, and where the data is found within the CSIU Student Information System.

Definitions

District Code: The unique 9-digit AUN assigned by the Pennsylvania Department of Education

District Code of Residence: The AUN for the school district where the natural/adoptive parent or legal guardian resides. For a foster student with no known school district of residence, enter PA State Code of '999999999'.

Funding District Code: The AUN for the school district that is financially responsible for the student. This is generally the same as the District of Residence, except for Section 1305, non-resident foster children and Section 1306, institutionalized non-resident students.

See the table below for further details.

Residency on Student	PIMS Residence Status Code	PIMS Residency Status Description	District Code (where found on CSIU Student)	District Code of Residence (where found on CSIU Student)	Funding District Code (where found on CSIU Student)
01 - Resident	A	Resident (includes 1302 Guardianship, and Resident Foster Children)	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)
02 - Resident (Foster)	A	Resident (includes 1302 Guardianship, and Resident Foster Children)	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)

 ©2015 Central Susquehanna Intermediate Unit, USA

Residency on Student	PIMS Residence Status Code	PIMS Residency Status Description	District Code (where found on CSIU Student)	District Code of Residence (where found on CSIU Student)	Funding District Code (where found on CSIU Student)
10 - 1302, Guardianship	A	Resident (includes 1302 Guardianship, and Resident Foster Children)	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD **(Enrollment - Home District)**	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)
03 - 1305, Non-Resident	B	1305, Non-Resident Foster Child, (Resident Foster Parent)	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	Foster Parent SD (**Enrollment - Foster District**)
11 - 1305, District Paid Tuition (foster)	C	1305, Non-Resident Foster Child, (Non-Resident Foster Parent)	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	Foster Parent SD (**Enrollment - Foster District**)
04 - 1306, Unknown Residency	D	1306, Institutionalized Non-resident, Unknown District of Residence (formerly referred to as "Ward of State")	Educating LEA (**Enrollment - Educating District**)	PA State Code (**Enrollment - Home District**) **NOTE**: The **AUN** on this Registration>District of Responsibility record should be "999999999".	Host SD - where institution located (**DISTRICT> SCHOOLS - AUN** associated with the **School)**
05 - 1306, Detention, Unknown Residency	E	1306, Institutionalized Non-resident, Unknown District of Residence – Detention (formerly referred to as "Ward of State")	Educating LEA (**Enrollment - Educating District**)	PA State Code (**Enrollment - Home District**) **NOTE**: The **AUN** on this Registration>District of Responsibility record should be "999999999".	Host SD - where institution located (**DISTRICT> SCHOOLS - AUN** associated with the **School)**
09 - 1306, Acknowledged	F	1306, Institutionalized Non-resident Acknowledged	Educating LEA - School District (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)

 ©2015 Central Susquehanna Intermediate Unit, USA

Residency on Student	PIMS Residence Status Code	PIMS Residency Status Description	District Code (where found on CSIU Student)	District Code of Residence (where found on CSIU Student)	Funding District Code (where found on CSIU Student)
09 - 1306, Acknowledged	F	1306, Institutionalized Non-resident Acknowledged	Educating LEA - IU or CTC (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	Host SD - where institution located (**DISTRICT> SCHOOLS - AUN** associated with the **School)**
06 - Tuition, District Paid (nonresident)	G	Non-resident District Paid Tuition	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)
07 - Tuition, Parent Paid (nonresident)	H	Non-resident Parent Paid Tuition	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	School district receiving tuition (**Enrollment - Educating District**)
08 - Tuition, Waiver/OOS (nonresident)	I	Non-resident Tuition Waiver In-State	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	School district waiving tuition (**Enrollment - Educating District**)
16 - Nonresident, OOS	J	Non-resident OOS	Educating LEA (**Enrollment - Educating District**)	Out-of-State Code (**Enrollment - Home District**) **NOTE**: The **AUN** on this Registration>District of Responsibility record should be "888888888".	School district either receiving or waiving tuition (**Enrollment - Educating District**)
CSIU DOES NOT HAVE THIS CODE	K	Non-resident Act 6-specifically Philadelphia City SD	Educating LEA - Philadelphia City SD only	Out-of-State Code - "888888888".	Out-of-State Code - "888888888"
12 - Resident, District Paid, OOS	A	Resident (includes 1302 Guardianship, and resident foster children)	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)

 ©2015 Central Susquehanna Intermediate Unit, USA

Residency on Student	PIMS Residence Status Code	PIMS Residency Status Description	District Code (where found on CSIU Student)	District Code of Residence (where found on CSIU Student)	Funding District Code (where found on CSIU Student)
13 - 1305, Unknown Resid, District Paid, OOS	B	1305, Non-resident Foster Child, (Resident Foster Parent)	Educating LEA (**Enrollment - Educating District**)	Natural/Adoptive Parent or Legal Guardian SD (**Enrollment - Home District**)	Foster Parent SD (**Enrollment - Foster District**)
14 - 1306 Unknown Resid, District Paid, OOS	D	1306, Institutionalized Non-resident, Unknown District of Residence (formerly referred to as "Ward of State")	Educating LEA (**Enrollment - Educating District**)	PA State Code (**Enrollment - Home District**) **NOTE**: The **AUN** on this Registration>District of Responsibility record should be "999999999".	Host SD - where institution located (**DISTRICT> SCHOOLS - AUN** associated with the **School)** -

NOTES:

PIMS Residence Status Code - Field #7 on the PIMS Student Calendar Fact Template and #10 on the School Enrollment Template.

District Code - Typically the first field on the PIMS templates indicating the submitting LEA.

District Code of Residence - Field # 5 on the PIMS Student Calendar Fact Template and #117 on the Student and Student Snapshot Templates.

Funding District Code - Field # 6 on the PIMS Student Calendar Fact Template and #189 on the Student and Student Snapshot Templates.

If a student's **Residency** on the **REGISTRATION > STUDENT > ENROLLMENT** is 12 - 'Resident, District Paid, OOS', 13 - '1305, Ward of State, District Paid, OOS', or 14 - '1306, Ward of State, District Paid, OOS'; they should also be assigned a Calendar that has a **Program** code of 'OOS' (Student placed out of state).

 ©2015 Central Susquehanna Intermediate Unit, USA

FREQUENTLY ASKED QUESTIONS

Record Selection and Process FAQs

If a student has more than one Enrollment record, will they have more than one record on the PIMS Student Calendar Fact template?

In the PIMS Student Calendar Fact template, a student will have a separate record for each combination of **Calendar**, **Funding District** (Educating, Home, or Foster District, depending on Residency), **Residency code, Current Grade Level, or Sending Charter School**. If these all remain the same on multiple Enrollment records, the Enrollment record information will be combined into one record in the Student Calendar Fact template.

General FAQs

What if a student is registered for school but never attends? Should he/she be included in PIMS?

If a student enrolled in school but never attended (no-show), that students grade enrollment record begin and end date must be prior to the first day of school.

PIMS Calendar FAQs

If a student started the school year in August, exited in January, and then returned in February, would we need two separate calendars?

No. If a student starts at the beginning of a school year, exits, and then returns, there will be two **Enrollment** records for that student to represent the two spans of time the student was enrolled for that school year. The student can be assigned to the same calendar in each **Enrollment** record as long as they are in the same group defined by the calendar (same overall school days, minutes per day, rotation, etc.)

Will we need different calendars for AM and PM half-day kindergarten so that we can account for delays and early dismissals due to weather?

No. According to the PIMS User Manual, instructional minutes lost due to delays and early dismissals because of inclement weather ***should not*** be included in the **Lost Instructional Minutes** lost to planned shortened days field in the PIMS School Calendar template. Therefore, you do not need different calendars for AM and PM half-day kindergarten programs solely to account for these minutes.

However, you may need separate calendars for other reasons. If the **Original School Days, Instructional Minutes/Day, Lost Instructional Minutes, Strike, Act 80, Make-up Days,** or **Other Days** fields differ between the AM and PM half-day programs, then you will need different calendars. An example of this might be if a PM half-day kindergarten group does not go to school on scheduled half days but the AM half-day group does.

What should be entered for the Graduation Date on the PIMS Calendar?

Graduation Ceremony Date on the **PIMS CALENDAR** is the actual graduation ceremony date for the 12th grade students in your district during the specific Calendar School Year. It is a conditionally required field and is only needed for calendars that will be assigned to 12th grade students.

I made a new calendar for seniors since their last day was a Saturday (6/11/2011) and made their last day of instruction Saturday (6/11/2011). Is this correct?

Yes. If your seniors have a different number of Days in Session or different dates for attendance, you will need a separate calendar for them.

 ©2015 Central Susquehanna Intermediate Unit, USA

Does lunch time get included in your percentage?

No. Typically, lunch should not count as instructional minutes on your Calendars. Please refer to ***Basic Education Circular 24 P. S. § 15-1504 'Instructional Time and Act 80 Exceptions'*** for a list of activities which may be included in the calculation of instructional time.

Funding, Residency, and Districts FAQs

Which field is used for the Funding District in PIMS?

The Funding District in the PIMS templates comes from the **Home District**, **Educating District**, or **Foster District**, depending on the value of the **Residency** field. See the 'Special Information on the Various District Fields on the PIMS Student Calendar Facts Templates' section of this Learning Guide for additional information.

Should Foster District ever be left blank for non-resident foster students?

No. Foster District should not be left blank for non-resident foster students. The Foster District field is used to record the district in which foster parents reside, and is used in PIMS reporting. Unlike Educating and Home District, a blank value is not assumed to be the district defined in the District Parameters directory.

In the Student Calendar Fact Template Error Report, what does Funding District mean?

The **PIMS Funding District** is the district that is financially responsible for the student. Typically this is the student's Home District; however, if the student is a non-resident foster student, the **Foster District** field on the **REGISTRATION > STUDENT > ENROLLMENT > DISTRICT OF RESPONSIBILITY** is used instead. In this situation, you should not leave the Foster District field blank, even if your district is the Foster District.

AVTS/CTC (Vo-Tech)

As a school district, do I need to create a separate calendar for my students who attend a part-time AVTS/CTC on a half-day rotation?

Yes. You are required to create a separate calendar in order to assign the appropriate Rotation and Program. You will also need a separate calendar to handle the variations in school days, minutes per day, and minutes lost per year.

How should we set up a Vo-Tech calendar for half-day students attending a part-time AVTS/CTC?

Add a **PIMS CALENDAR** directory with the dates in the Detail section of the directory for the entire school year. Enter the appropriate **Rotation Pattern**(typically, H - Half Day), **Calendar Program** (typically, CTE-PT or CTE-PT-H - depending on whether you are the AVTS or the Home School), **Instructional Minutes/Day** (typically, the number of minutes the students attending the AVTS/CTC are being educated in **your building**, which for half-day students will be approximately half the instructional minutes for your regular non-Vo-tech students), and entries for the additional fields where needed. Please note that the **Original School Days** on this calendar will typically be 180 or the full-year equivalent.

As an AVTS/CTC, do we need to create different calendars for each of the sending school districts?

If the students attending the AVTS/CTC have different days in session or instructional minutes based on their home or sending district, you will need to create different calendars. In addition, if students are attending based on 90-day semester cycles, each cycle will need a different calendar.

 ©2015 Central Susquehanna Intermediate Unit, USA

For students who spend percentages at Vo-Tech and home school other than a 50-50 split, do we track their district time in percentages?

If you are a school district or other LEA that has students attending a part-time AVTS/CTC, use the **PARTMEM %** field on the **REGISTRATION > STUDENT > STATUS > STUDENT STATUS** to record the amount of time the student is attending.

Has CATS been replaced by PIMS?

Yes. CATS has been replaced by PIMS. Two submission templates are being used in place of CATS. The two files are the CTE Student Fact template and the CTE Student Industry Credential template.

 ©2015 Central Susquehanna Intermediate Unit, USA